

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
240	Cannot be = to or > DL160	
245	Must = the sum of DL230 + DL235 + DL240 Cannot be = to or > DL160	
250	Cannot be > than DL245 Cannot be = to or > DL160	Should not be > DL240
255	Cannot be = to or > DL160	
260		Should not be > DL230
265		Should not be > DL235
270		Should not be > DL240
275		Should not be > DL245
280		Should not be > DL255
285	Reserved	Reserved
290	Reserved	Reserved
295	Reserved	Reserved
300	Reserved	Reserved

*All Data Lines Must be Numeric

**All Data Lines Should Be Positive

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
305	Reserved	Reserved
310		Should not be > DL230
315		Should not be > DL235
320		Should not be > DL240
325	Must = the sum of DL310 + DL315 + DL320	
330		Should not be > DL255
335		Should be = to or > DL340 + DL345
340		
345		
350		Should be = to or > DL355 + DL360
355		
360		
365		Should be > DL370 + DL375

*All Data Lines Must be Numeric

**All Data Lines Should Be Positive

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
370		
375		
380		Should be = to or > DL385 + DL390
385		
390		
395		Should be = to or > DL400 + DL405
400		
405		
410	Must = the sum of DL365 + DL380 + DL395	
415	Reserved	Reserved
420	Reserved	Reserved
425	Reserved	Reserved
430		Should be > than DL435 + DL440

*All Data Lines Must be Numeric

**All Data Lines Should Be Positive

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
435		
440		
445	Must = the sum of (DL335 + DL350 + DL365 + DL380 + DL395 + DL430)	
450		
455		Should not be = to or > DL450
465	Reserved	Reserved
470	Reserved	Reserved
480	Reserved	Reserved
485	Reserved	Reserved
500	Reserved	Reserved
505	Reserved	Reserved
510	Must be = to or < DL230	
515	Must be = to or < DL235	

*All Data Lines Must be Numeric

**All Data Lines Should Be Positive

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
520	Must be = to or < DL240	
525	Must be = to the sum of DL510 + DL515 + DL520	
530	Must be = to or < DL255	
535		
540		Should be = to or < DL535
550		
555		Should be = to or < DL550
565	Must be = to the sum of DL535 + DL550	
600		Should not be < the sum of DL340 + DL355 + DL370 + DL385 + DL400 + DL435 + DL455 + DL540 + DL555
610		Should not be < the sum of DL345 + DL360 + DL375 + DL390 + DL405 + DL440
620	Reserved	Reserved
630	Reserved	Reserved
650		

*All Data Lines Must be Numeric

**All Data Lines Should Be Positive

USF EDITS

DATA LINE	HARD* EDIT	SOFT** EDIT
655	Reserved	Reserved
700		Should be < DL255
710	Cannot be > DL700	
800	Cannot be = to or > DL160	
805	Cannot be > DL160 Cannot be > DL800	
810	Cannot be > DL805	
815	Cannot be > DL160 Cannot be > DL800	
820	Cannot be > DL815	
830		Should not be > DL800

*All Data Lines Must be Numeric **All Data Lines Should Be Positive

Ranges

Not Included In This Issue

System Reports

Report Definitions

EC Data Submission

Monthly Adjustments

Report Definitions

Data Reports

<u>Title</u>	<u>Description</u>
USF1010-E Error Report	Data line edit failures
USF1010-P Pending View Report	Data line amounts before processing
USF1010-O Official View	Data line amounts used to compute the national average cost per loop
USF1010-L Latest View Report	Data line amounts after processing adjustments applied to Official View

Analysis Reports

<u>Title</u>	<u>Description</u>
USF2010 Loop Analysis Report	Range validation and data line amount variances
USF2011 Loop Analysis/Comments	Range validation and data line amount variances with comments
USF2030 Account Analysis Report	Compares amounts to prior submission
USF2040 Monthly Adjustment	Cost per Loop and expense adjustment

Status Reports

<u>Title</u>	<u>Description</u>
USF2020-D1 Detail Input Status	Edit and range validation status

Filing Reports

<u>Title</u>	<u>Description</u>
USF3010 State Summary Selected Items	Summary of selected data for each state
USF3011 State Summary (COST)	Summary of selected data for each state (Cost companies only)
USF3012 State Summary (AVGS)	Summary of selected data for each state (Average Schedule companies only)
USF3013 Study Area Detail	Selected data for each study area for each state
USF4010 Five Year Trend (COST)	Selected data for each study area in each state for 5 data years (Cost companies only)
USF4020 Five Year Trend (AVGS)	Selected data for each study area in each state for 5 data years (Average Schedule companies only)
USF4030 Five Year Trend	Selected data for each study area in each state for 5 data years
USF4060 5-Year Trend Account Summary	Summary account level detail for all cost companies

USF REPORT SECURITY MATRIX

EC DATA SUBMISSION

REPORT	OPEN	LOCK EC	LOCK RG	INIT
USF1010-E	EC	RG	HQ	
USF1010-L				EC/RG/HQ
USF1010-O				EC/RG/HQ
USF1010-OR			HQ	HQ
USF1010-P	EC	RG	HQ	
USF2010	EC	RG	HQ	
USF2011		EC/RG/HQ	EC/RG/HQ	
USF2012		RG/HQ	RG/HQ	
USF2013		RG/HQ	RG/HQ	
USF2014		RG/HQ	RG/HQ	
USF2015		RG/HQ	RG/HQ	
USF2020-D1	EC/RG/HQ	RG/HQ	HQ	
USF2030	EC	RG	HQ	
USF2040		RG	HQ	
USF3010-L				HQ
USF3010-O			HQ	HQ
USF3011-L				HQ
USF3011-O			HQ	HQ
USF3012-L				HQ
USF3012-O			HQ	HQ
USF3013-L				HQ
USF4010			HQ	HQ
USF4020			HQ	HQ
USF4030			HQ	HQ
USF4060				

Entity may retrieve reports only during system status indicated. Blank means "not available".

LEGEND: EC Exchange Carrier

RG Region

HQ Headquarters

USF REPORT SECURITY MATRIX

MONTHLY ADJUSTMENTS

REPORT	OPEN	LOCK	INIT
USF1010-E	RG	HQ	
USF1010-L			EC/RG/HQ
USF1010-O			EC/RG/HQ
USF1010-OR		HQ	HQ
USF2010	EC	RG	HQ
USF2011			
USF2012			
USF2013			
USF2014			
USF2015			
USF2020-D1	RG/HQ	HQ	
USF2030	RG	HQ	
USF2040			
USF3010-L			HQ
USF3010-O		HQ	HQ
USF3011-L			HQ
USF3011-O	HQ	HQ	HQ
USF3012-L			HQ
USF3012-O	HQ	HQ	HQ
USF3013-L			HQ
USF3013-O	HQ	HQ	HQ
USF4010			
USF4020			
USF4030			
USF4060			

Entity may retrieve reports only during system status indicated. Blank means "not available".

LEGEND: EC Exchange Carrier RG Region HQ Headquarters

Management Reports

Non-Responders Report

Exception Report

Significant Data Adjustment Report

1992 USF Data Collection
USF SIGNIFICANT DATA ADJUSTMENT REPORT

Company Name _____ NECA Region _____

Study Area Code _____ Regional Contact _____

Company Contact _____ Regional Phone No. _____

Contact Phone No. _____ USF Period _____

Contact Made? YES ____ NO ____ Today's Date _____

Data Line # and Adjustment Amount: _____

Explanation of Adjustment: _____

Action Taken: _____

Fax To:

Richard Nyquist

Manager - Universal Service Programs

Contact #: (201) 884-8237

Fax #: (201) 884-8562

Index

acquisition 21, 26
adjustment reasons 35
ARMIS 6, 21, 29
average schedule 18, 20, 21, 35, 62
business reasons 8, 29
certification 6, 23, 24, 28, 29, 34
comments 6, 8, 10, 13, 15, 16, 22, 23, 25, 26, 28, 29, 35, 61
conversion 20, 26, 35
cost 1-10, 12, 14, 15, 18-21, 23-25, 27, 29-31, 33-35, 37, 61, 62
Director - Universal Service Programs 10, 12, 17, 19, 22, 26-28, 31, 37
edit 6, 8, 11, 12, 15, 22, 44-50, 61
errors and omissions 34, 36, 37
Executive Director - Industry Relations Headquarters 30
Executive Director - Industry Relations Region 9, 30
management reports 65
Manager - Average Schedule Data and Documentation 20
Manager - Universal Service Programs 8-10, 12, 13, 17-20, 22, 25-28, 33, 36, 37, 68
merger 21, 26
range 6, 8, 10, 12, 15, 16, 21-23, 26, 28, 29, 32, 52-59, 61

USF EC DATA COLLECTION GUIDES

USF Reference Guide
Data Collection

Table of Contents

Chapter 1

Introduction	1 - 1
About This Chapter	1 - 1
About This Guide	1 - 2
Other Related Documents	1 - 3
Updating This Guide	1 - 4
Contact Information	1 - 5

Chapter 2

The Data Collection Process	2 - 1
About This Chapter	2 - 1
Exchange Carrier Responsibilities	2 - 2
Online Data Entry	2 - 3
Selecting Primary Submitters	2 - 3
Defining System Periods	2 - 3
EC Responsibilities by System Period	2 - 4
Manual Data Submission	2 - 5
Communicating With NECA	2 - 6

Chapter 3

Online Data Submission	3 - 1
About This Chapter	3 - 1
Inputting Data	3 - 2
Defining Hard Edits	3 - 2
Defining Soft Edits	3 - 2
Scrubbing Data	3 - 3
Using the USF2010 Loop Analysis Report	3 - 3
Validating Range Variances	3 - 4
Releasing & Special Releasing Data	3 - 4
Changing Released Data	3 - 5
Before Lock Exchange Carriers	3 - 5
After Lock Exchange Carriers	3 - 5
Performing Further Analysis	3 - 6
Hard and Soft Edit Description Table	3 - 7
Range Validation Matrix	3 - 14

Chapter 4

Manual Data Submission	4 - 1
About This Chapter	4 - 1
Submitting Manual Forms	4 - 2
Submitting Change Data Requests	4 - 3
Pre Lock Change Requests	4 - 3
Post Lock Change Requests	4 - 3

Chapter 5

Exchange Carrier Reports	5 - 1
About This Chapter	5 - 1
USF1010 Reports	5 - 2
USF1010-E Report Sample	5 - 3
USF1010-P Report Sample	5 - 5
USF1010-O Report Sample	5 - 7
USF1010-L Report Sample	5 - 9
USF1010 Common Fields Descriptions	5 - 11
USF1010 Unique Fields Descriptions	5 - 12
USF2010 Loop Analysis Report	5 - 13
USF2010 Report Sample	5 - 14
USF2010 Fields Descriptions	5 - 17
USF2011 Loop Analysis & Comments Report	5 - 19
USF2011 Report Sample	5 - 20
USF2011 Fields Descriptions	5 - 23
USF2020-DI Detail Input Status Report	5 - 25
USF2020-DI Report Sample	5 - 26
USF2020-DI Fields Descriptions	5 - 27
USF2030 Account Analysis Report	5 - 28
USF2030 Report Sample	5 - 29
USF2030 Fields Descriptions	5 - 31

Introduction

Chapter 1

Introduction

This guide is the Exchange Carrier's introduction and reference to the Universal Service Fund (USF) data collection process. Each chapter provides the necessary background and conceptual information related to USF. The information presented in this guide is necessary for an effective data collection process which complies with Federal Communications Commission (FCC) rules.

About This Chapter

The following topics are discussed in this chapter.

- Where to find information in this manual
- Where to find related information
- How to handle revisions to this manual
- Who to contact when you need help or information

About This Guide

This guide is structured in a modular format so that information may quickly be located. The phases of the data collection process are discussed in this guide as follows:

- **Introduction** - Presents an overview to this document.
- **The Data Collection Process** - Discusses the Exchange Carrier's responsibilities, data submission options, and communicating with your NECA Regional Coordinator.
- **Online Data Submission** - Gives details about data entry, scrubbing data, and releasing data.
- **Manual Data Submission** - Discusses the required communications between the Exchange Carrier and the NECA Regional Coordinator for manual data submission.
- **Exchange Carrier Reports** - Provides detailed descriptions of the USF Exchange Carrier reports.